Data Collection Instrument – 12 Day Jails, 12 Hour Jails, and Minimum Security Jails

Section 1: Basic Facility Information

Date: 3-14-2010  Inspector: Coleman Goodwin  Region: Eastern

Facility Name: Ashtabula City Jail

Address: 110 West 44th Street

City: Ashtabula  Zip: 44004  County: Ashtabula

Facility Type (please check one): ☐ Minimum Security Jail  ☒ 12 Day Jail  ☐ 12 Hour Jail

Jail Administrator/Chief Director: Captain Jeff Bradley

Year Jail Opened: 1996  Major Renovation Date(s): N/A

Section 2: Facility Layout, Surveillance Type, Capacity, and Description

1. Please describe the layout of the facility for the general housing area: ☒ Cells  ☐ Dorms  ☐ Both

2. What portion of the general housing area is under surveillance with direct visual capability? This is either direct contact or video/camera surveillance of the cells or dorms.
   Please estimate (check one): ☐ None  ☒ Some  ☐ All

3. Please list the operational capacity of the facility on December 31, 2009. This is the what the facility considers its capacity, and NOT necessarily the BAD recommended capacity: 9

4. ☐ Yes  ☐ No  Does the facility have cells/pods/area designated for suicide watch?
   IF YES, Is this area under surveillance with direct visual capability (either direct contact or video/camera surveillance)? ☐ Yes  ☐ No

5. ☒ Yes  ☐ No  In 2009, did the facility ever use temporary beds (or “boats”) to accommodate a crowding emergency?

6. ☒ Yes  ☒ No  In 2009, did the facility lease out bed space for inmates from other facilities (i.e., full service jails)?

7. ☐ Yes  ☐ No  Does the facility have a space/area designated for attorney conferences/meetings?

8. ☐ Yes  ☐ No  Does the facility have a space/area designated for visitation?
Does the facility have day room space available to inmates? 

□ Yes ☒ No

Does the facility have indoor/outdoor recreation areas?

□ Yes ☒ No

Does the facility have a standardized tool for assessing mental health issues?

□ Yes ☒ No

Does the facility have a security classification policy?

□ Yes ☒ No

Does the facility utilize video conferencing for court hearings/sessions?

Section 3: 2009 Total Bookings and Facility Snapshot Populations

1. Please indicate the average length of stay at the facility in 2009: 45 DAYS

2. Please indicate the total number bookings that resulted in an incarceration in 2009 (i.e., assigned a cell/bed): 643

3. Please indicate the total number bookings that were booked and immediately released or immediately transferred to another facility in 2009 (i.e., never incarcerated in the facility): 92

4. Please indicate the total inmate population, total sentenced inmates, and total unsentenced inmates on today’s date:

   Today’s Date: 3/24/10
   Total Inmate Population: 9
   Total Sentenced Inmates: 3
   Total Unsentenced Inmates: 6

5. Please indicate the total inmate population at the facility on:

   January 17, 2009: 16
   April 15, 2009: 9
   July 19, 2009: 6
   October 15, 2009: 10

Section 4: Facility Staff Characteristics

1. □ Yes ☒ No

   Does the facility have any full-time jail staff dedicated to only performing security/surveillance functions in the holding/lockup area (i.e., not police officers)?
2. \(\checkmark\) Yes \(\square\) No  Does the facility have any police officers performing security/surveillance functions in the holding/lockup area?

3. \(\times\) How often are roving surveillance checks performed (either by police officers or permanent security staff)?:  \(\checkmark\) at least every hour  \(\square\) less than every hour

4. \(\checkmark\) Yes \(\square\) No  Are law enforcement or security personnel available on-site at all times on all shifts to provide immediate security response in the housing area if needed?

5. Access to Healthcare and Support Service Providers: In 2009, please indicate how often the following providers were available on site.

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Status</th>
<th>Every Day</th>
<th>Certain Days a Week</th>
<th>As Needed/Requested</th>
<th>Not Available On Site</th>
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<tbody>
<tr>
<td>Doctor</td>
<td>(\square) Jail employees  (\square) Contractors  (\square) Both</td>
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<td>Dentist</td>
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<td>Nurse</td>
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<td>Mental Health</td>
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<td>Social Work/Programs</td>
<td>(\square) Jail employees  (\square) Contractors  (\square) Both</td>
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6. \(\times\) Yes \(\square\) No  Did the facility lose any funded positions in 2009 (i.e., layoffs due to budget cuts)?

7. Please list the total number of employees that left employment during 2009 (both voluntarily or terminations): 8

Section 5: Critical Incidents During 2009

1. Please count the total number of Use of Force incidents in 2009: 0

2. Please count the total number of inmate Emergency Room visits in 2009: 12

3. Please count the total number of fighting incidents between inmates in 2009: 3

4. Please count the total number of contraband incidents between inmates in 2009: 6

5. Please count all critical incidents in 2009: 8

   IF ANY, please explain:  
   1. Check price cut went, sugar problem,   
   2. Food was going moldy, nothing serious,   
   3. [Handwritten notes]
Section 6: Additional Comments

Please list any additional comments or observations:
Jail Administrator Survey – 12 Day Jails, 12 Hour Jails, and Minimum Security Jails

Facility Name: **Ashtabula City Jail**
Jail Administrator/Chief/Director: **Captain Jeff Bradley**

***** SECTION 1 *****

We will start off with an informed consent statement that describes the survey, provides a guarantee of the confidentiality of your responses, and explains your right to refuse to participate or withdraw at any time.

The purpose of this survey is to collect information to investigate ways to improve the process by which jails in Ohio are audited and inspected. The survey itself is not an audit or an evaluation of performance, but instead is intended to gather opinions from jail administrators like you. The research is being conducted by staff from the Office of Criminal Justice Services and the Ohio Department of Rehabilitation and Correction.

The survey should take approximately 30 minutes.

Your responses and opinions will remain completely confidential. Responses will be pooled together and summarized, but will not be associated with any personally identifying information in published reports.

Your participation is voluntary and you may refuse to participate or choose not to respond to any question. You may end your participation at any time.

With your consent, I'd like to begin the survey now.

***** SECTION 2 *****

It is widely recognized that smaller jails face many unique challenges. I'm going to name some of those issues. Thinking about your jail in particular, please indicate on a scale of 1 to 5 how significant each of the following issues are in making it harder for you to operate an effective jail. On this scale, 1 means that the issue is not a significant problem and 5 means the issue is a very significant problem in running a good jail:

1. Inadequate training for performing custody functions:

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2. Retaining well-qualified staff:

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3. Insufficient funding to hire enough staff:

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4. Overcrowding:

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5. Insufficient funding to improve or expand the physical plant:

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6. Having to house inmates for periods longer than what the jail was designed for:

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7. Providing adequate housing and services for special need or high risk inmates:

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8. Inadequate or out-of-date technology (cameras, etc.):

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem

9. Blind spots that obstruct surveillance:

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem

10. Jail violence:

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem

11. Habitual offenders:

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem

12. Incarcerating homeless offenders:

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem

13. Insufficient capacity to provide routine medical care:

Not significant problem

| 1 | 2 | 3 | 4 | 5 |

Very significant problem
14. Insufficient capacity to provide mental health care:

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15. Inability to provide for offenders with preexisting conditions like medical, mental health, or drug abuse problems:

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16. Having to transport inmates off-site for medical or mental health care:

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17. Lack of jail diversion programs and alternative sanctions:

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18. Inmate idleness:

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***** SECTION 3 *****

Next, I’m going to read you some statements that may or may not apply to your jail. Please indicate whether you (1) strongly disagree; (2) disagree; (3) agree; or (4) strongly agree with each of the following statements about jail operations:

1. The physical plant characteristics of this facility make it difficult to comply with the minimum jail standards.
   - [ ] Strongly Disagree
   - X Disagree
   - [ ] Agree
   - [ ] Strongly Agree

2. The layout of the housing areas makes visual surveillance of the inmates without cameras difficult.
   - [ ] Strongly Disagree
   - X Disagree
   - [ ] Agree
   - [ ] Strongly Agree

3. Most of the minimum jail standards are not relevant to jails that are not full service.
   - [ ] Strongly Disagree
   - X Disagree
   - [ ] Agree
   - [ ] Strongly Agree

4. This jail does not have the staffing and resources to house high risk populations.
   - [ ] Strongly Disagree
   - [ ] Disagree
   - X Agree
   - [ ] Strongly Agree

5. This jail does a good job of responding to the medical needs of inmates.
   - [ ] Strongly Disagree
   - [ ] Disagree
   - X Agree
   - [ ] Strongly Agree

6. This jail does a good job of responding to mental health emergencies.
   - [ ] Strongly Disagree
   - [ ] Disagree
   - X Agree
   - [ ] Strongly Agree

7. This jail does not need designated holding cells or suicide watch areas.
   - [ ] Strongly Disagree
   - X Disagree
   - [ ] Agree
   - [ ] Strongly Agree

8. This jail has sufficient staffing and resources to operate at full capacity all the time.
   - X Strongly Disagree
   - [ ] Disagree
   - [ ] Agree
   - [ ] Strongly Agree

ODRC000300
9. The jail-related, pre-service training provided to new staff is inadequate in preparing them to begin employment in this jail.

☐ Strongly Disagree    ☑ Disagree    ☐ Agree    ☐ Strongly Agree

10. The in-service training opportunities currently available for jail administrators do not meet my professional needs.

☐ Strongly Disagree    ☑ Disagree    ☐ Agree    ☐ Strongly Agree

***** SECTION 4 *****

Next, I'm going to read you a short list of operational standards that you may or may not consider important to running a jail. Thinking about your facility in particular, please indicate whether you think each standard is (1) not important; (2) less important; (3) more important; or (4) very important in reducing liability and ensuring a secure and efficient operation of your facility:

1. Upon reception, booking personnel shall obtain a statement from the arresting officer indicating any potential security risk factors documented on the arrest report.

☐ Not Important    ☐ Less Important    ☐ More Important    ☑ Very Important

2. The jail shall conduct and document periodic quality assurance reviews/self-audits of security procedures with action plans for continuous improvement.

☐ Not Important    ☐ Less Important    ☑ More Important    ☐ Very Important

3. All contractual service providers shall be subject to regular performance reviews to ensure compliance with contractual agreements, cost containment, and staff training requirements.

☐ Not Important    ☐ Less Important    ☑ More Important    ☐ Very Important

4. A preliminary health screening shall be completed by health-trained personnel on all prisoners upon reception and prior to being placed in general population.

☐ Not Important    ☐ Less Important    ☐ More Important    ☑ Very Important

5. Prisoners with signs of untreated injury shall not be admitted prior to examination and/or treatment by qualified health care personnel.

☐ Not Important    ☐ Less Important    ☐ More Important    ☑ Very Important

   6
6. The jail shall ensure that there is a daily procedure whereby prisoners have an opportunity to report medical complaints to the qualified health care professional or agency directly or through other health-trained personnel.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

7. The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the county prosecutor, city attorney, or law director consistent with the Ohio Revised Code.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

8. Prisoners confined for more than eight hours shall be: (a) assigned a bed; (b) provided with a clean mattress, blanket, bed linens, and towels; (c) provided with articles to maintain personal hygiene.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

9. Each facility shall have a written prisoner classification system that specifies the criteria and procedures for determining and changing the classification of prisoners to determine the level of custody required, special needs, housing assignment, and participation in programming.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

10. Personal observation checks of prisoners shall be conducted at least once every 60 minutes.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

11. The minimum space requirements for housing prisoners shall be as follows: (a) seventy square feet for single occupancy cells; (b) one hundred square feet with seven feet least dimension for double occupancy, stacked bunks, one hundred and ten square feet with nine feet least dimension for double occupancy, single bunks.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

12. Natural light shall be provided in housing units, dorms, cells, and/or day spaces.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important

13. The jails shall provide interior lighting of at least fifteen foot-candles, measured thirty inches above the floor, in prisoner accessible areas.

☐ Not Important  ☐ Less Important  ☑ More Important  ☐ Very Important
14. The jail shall have a plan for identifying and responding to suicidal prisoners.
   □ Not Important □ Less Important □ More Important ☑ Very Important

15. Staff assigned to jail duties shall receive during the first year of assignment, sixteen hours of training including security awareness, suicide prevention, unarmed self-defense, and first-aid/CPR.
   □ Not Important □ Less Important □ More Important ☑ Very Important

***** SECTION 5 *****

Finally, I'm going to ask you some background questions:

1. How many years have you served in your current position?: 11 YEARS

2. ☑ Yes □ No Did you receive any jail-related in-service or professional development training in 2009?
   IF YES, How many hours?: 8

3. ☑ Yes □ No Are you a member of any city, county, or regional criminal justice planning boards? COMMUNITY CORRECTION

4. ☑ Yes □ No Did any of your staff receive jail-related in-service training in 2009?

5. ☑ Yes □ No Do you have an electronic/computerized jail management system?
   IF YES, Please identify the vendor: TAC
   IF YES, Do you use this jail management system regularly to run reports or make operational decisions?: ☑ Yes □ No